

## ASTO05

# Use technical information systems and information technology



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### Overview

The Standards that are part of this Unit

1. O05.1 Use technical information systems and information technology
2. O05.2 Apply information technology (IT) to projects (Imported ECITB PC2)

This is one of two compulsory optional units for all disciplines. Candidates have a choice of either O04 or O05.

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### Performance criteria

#### Use technical information systems and information technology

*You must be able to:*

- P1 collating and organising **information** into a suitable form for reference and use
- P2 classifying stored **information** so that it can be quickly identified and retrieved when needed
- P3 advising and offering guidance to people who need to find and **use information**
- P4 operating the **technical information** system using agreed procedures
- P5 operating appropriate and valid procedures for inputting, maintaining and archiving **information**

#### Apply information technology (IT) to projects

*You must be able to:*

- P6 utilising the **software and IT systems** that are required to execute the project activities
- P7 handling, editing, formatting and checking information and data obtained from a range of internal and external **sources**
- P8 extracting, entering, and processing information to produce the outputs required by **customers**
- P9 sharing your own skills and understanding to help others
- P10 implementing the specified **security measures** to protect the confidentiality and integrity of project data held in **IT systems**

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### Knowledge and understanding

*You need to know and understand:*

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- K1 how do you collate **information?** (application) (a) [1]
- K2 how do you operate appropriate and valid procedures for inputting, maintaining and archiving **information?** (application) (e) [1]
- K3 how and why do you advise and offer guidance to people who need to find and **use information?** (synthesis) (c) [1,2]
- K4 how and why do you organise **information** into a suitable form for reference and use? (synthesis) (a) [1,2]
- K5 how do you classify stored **information** for identification and retrieval? (application) (b) [2]
- K6 how do you operate the **technical information** system by using agreed procedures? (d) [3]

### Apply information technology (IT) to projects

*You need to know and understand:*

- K7 the attributes and limitations of available software tools
- K8 procedures and work instructions for the use of IT
- K9 the operational requirements of the project IT systems
- K10 sources and flow paths of project data
- K11 security systems and measures that can be used
- K12 ways of extracting data and formatting reports
- K13 methods of entering and processing information
- K14 WWW enabled applications

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### Additional Information

#### Scope/range related to performance criteria

#### Use technical information systems and information technology

##### 1. Information:

- 1.1. property;
- 1.2. organisational;
- 1.3. technical reference

##### 2. Use (of information):

- 2.1. technical reference;
- 2.2. current record;
- 2.3. archive record;
- 2.4. knowledge management;
- 2.5. personal development (inc. Continuing Professional Development)
- 2.6. statutory & legal requirements (e.g. Data Protection)

##### 3. Technical information:

- 3.1. paper based;
- 3.2. electronic

#### Apply information technology (IT) to projects

##### 4. Software and IT systems:

- 4.1. spreadsheets;
- 4.2. databases;
- 4.3. word processing;
- 4.4. presentation;
- 4.5. proprietary;
- 4.6. bespoke

##### 5. Sources:

- 5.1. other IT systems;
- 5.2. manually created;
- 5.3. within own organisation;
- 5.4. outside own organisation;
- 5.5. geographically remote

##### 6. Customers:

- 6.1. colleagues;
- 6.2. company and project management;

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6.3. clients

7. **Security measures:**

- 7.1. access rights to input;
- 7.2. passwords;
- 7.3. access rights to outputs;
- 7.4. data consistency and back-up;
- 7.5. recovery plans

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**Developed by** Asset Skills

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**Version number** 1

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**Date approved** July 2007

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**Indicative review date** July 2009

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**Validity** Current

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** O05

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**Relevant occupations** Professional Occupations; Construction, planning and the built environment; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Surveying, Property Maintenance and Valuation

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**Key words** IT; systems; surveying; property maintenance